



# Maricopa County

Business Strategies and Health Care Programs

Employee Benefits  
301 South 4<sup>th</sup> Avenue, Ste. B100  
Phoenix, AZ 85003-2143  
Phone: 602-506-1010  
Fax: 602-506-2354  
[www.maricopa.gov/benefits](http://www.maricopa.gov/benefits)

April 11, 2011

Dear Retiree,

It's time for the FY 2011/2012 Retiree Benefits Open Enrollment.

The enrollment period begins on **Monday, April 18th at 8 AM**, and ends on Wednesday, **May 18<sup>th</sup> at 5 PM**. Your benefits elections and premium rates will be effective for the period beginning July 1, 2011 through June 30, 2012.

To assist you with Open Enrollment, enclosed you will find the 2011/2012 Benefits Open Enrollment Worksheet which lists your available benefits options through Maricopa County. Information regarding plan design and premium rate changes for the new plan year is also included.

**If you DO NOT wish to make any changes to your current retiree health insurance coverage for the new plan year DO NOTHING – you will automatically be enrolled in the same benefits as you currently have.**

If you wish to enroll in a different medical/dental plan, add a dependent, remove a dependent, or otherwise change your coverage, you may do so during Open Enrollment.

- **OPEN ENROLLMENT AND ALL CHANGES MUST BE COMPLETED ONLINE THROUGH THE BENEFIT ENROLLMENT SYSTEM IN THE ADP PORTAL. NO PAPER ENROLLMENTS OR CHANGES WILL BE ACCEPTED. USE THE WORKSHEET TO REVIEW YOUR CURRENT ELECTIONS. IF YOU WANT TO MAKE CHANGES TO YOUR ELECTIONS, MARK THEM ON YOUR WORKSHEET. THEN USE THE WORKSHEET AS YOUR GUIDE WHEN ENTERING YOUR CHANGES ONLINE. PLEASE DO NOT MAIL OR FAX THE WORKSHEET TO THE EMPLOYEE BENEFITS DIVISION.**
- **PLEASE READ YOUR OPEN ENROLLMENT WORKSHEET VERY CAREFULLY. IN THE UPPER RIGHT-HAND CORNER OF THE WORKSHEET, YOU WILL FIND DIRECTIONS ON HOW TO COMPLETE YOUR OPEN ENROLLMENT ELECTIONS ONLINE.**

To complete your 2011/2012 Open Enrollment elections online:

1. Access the ADP Self-Service Portal at <https://portal.adp.com>. If you have forgotten your User ID or Password, click on the *Forgot Your User ID* or *Forgot Your Password* link for assistance. If you have not previously registered on the ADP Self-Service Portal, follow these steps:
  - a. Access the ADP Self-Service Portal at <https://portal.adp.com>
  - b. Click on *First Time Users Register Here*
  - c. Click on *Register Now*
  - d. Enter the Registration pass code: **MCAZ-PRISM09**, and click *Next* (Tip: the last two digits are numbers zero and nine). During the registration process you will have the option to set your own password and answer the security questions.
  - e. Enter your Name as it appears on the worksheet sent to you
  - f. Enter your Month and Day of Birth, and click *Next*
  - g. Follow the prompts for any additional information that may be needed
2. Once in the portal, select the *Benefits Tab* at the top of the page, then click on the *Welcome* link.
3. Click on the *Benefit Enrollment System* link.
4. Instructions on how to complete your Open Enrollment elections in the *Benefit Enrollment System* may be found on the left-hand side of each page in the portal.

For your convenience, computers are available at most public libraries if you do not have access to one at home.

Make your election decisions carefully as they cannot be changed until July 1, 2012. Once Open Enrollment ends on May 18, 2011, you will be mailed a Confirmation Statement to your home address on file. Please review the Confirmation Statement to ensure that your elections are correct. Changes to Open Enrollment elections may be made online through June 1, 2011 at 5 PM. After that, no further changes will be allowed.

Because an employer-sponsored Open Enrollment is considered a qualifying event, you have an opportunity to drop coverage through the Maricopa County plans and enroll in plans offered through your retirement system. However, should you do so, your County coverage would end June 30, 2011. Once you leave the County plans, you will not be permitted to return, even during a future Open Enrollment period.

**Remember, if you DO NOT wish to make any changes to your current retiree health insurance coverage for the new plan year DO NOTHING – you will automatically be enrolled in the same benefits as you currently have (as shown on your worksheet).**

Please contact the Employee Benefits Division by phone at (602) 506-1010 (option 4) or by e-mail at [BenefitsService@mail.maricopa.gov](mailto:BenefitsService@mail.maricopa.gov) if you need assistance concerning Open Enrollment.

Regards,

Pat Vancil  
Employee Benefits Manager